

See you soon. Bye.

I hope you are fine.

Your sister,

I want to give my friend as a birthday present.

danish@gmail.com.

You have a meeting in Langkawi Island.

How are you?

Please buy a keychain and chocolates for me.

I hope you can buy.

Hi, sister.

name

| | |
|----------------------|------------------|
| To | emelia@gmail.com |
| From | |
| Subject | Buy for me |
| Greetings | |
| Introduction | |
| Content + hope | |
| Closure | |
| Signing off | |
| Name | |